Bennington County Regional Commission

EXECUTIVE COMMITTEE

MINUTES

January 25, 2017

8:30 AM

Chauncey’s Restaurant – Arlington

Present: Meg Cottam, Suzanne dePeyster, Janet Hurley, Daniel Monks

Jim Sullivan, Director

1. BCRC Financial Audit

The committee reviewed the audit, prepared by Love, Cody & Company.  The audit does not include any adverse findings and shows that revenues exceeded expenditures by $46,370 for the fiscal year ending June 30, 2016.  Both revenues and expenditures exceeded budgeted amounts, but on balance the result was positive in the amount indicated.  The actual net position increased by just over $40,000, the difference due to depreciation expenses.  A good summary of revenues and expenses is found in the tables on pages 14-15. All agreed it is nice to get back in the black after two years hovering around break-even.  Over the past six years the organization’s fund balance has increased by approximately $150,000 to $486,598.

Motion (dePeyster): Approve the audit as submitted. Second by Cottam. Passed unanimously.

1. Revised Personnel Policies

Stacey Eggsware completed a review of BCRC’s Personnel Policies and produced a revised version that was reviewed by the committee.  Significant changes include:

* Additional details and examples dealing with sexual harassment and contact information for filing complaints;
* Updates re drug free workplace requirements;
* Expanded list of staff positions;
* Added under leave policies: Military Leave, Jury Duty, and a reference to the Vermont Parental and Family Leave Law;
* Clarification of family member definitions;
* Notice and medical certification for leave policies;
* Expanded information on travel expenses;
* Employee acknowledgement page.

Following discussion of these revisions, Hurley moved approval of the revised BCRC Personnel Policies. Second by Cottam. Passed unanimously.

1. Mid-Year Budget Revision

Sullivan reviewed changes to the BCRC budget that he developed in concert with a review of current financial statements with the financial manager. The most significant changes involved inclusion of several new grants/agreements and reductions in some projected revenues where those grant funds were not being drawn down as rapidly as anticipated. The total projected budget surplus was reduced to approximately $45,000 from the original budget of $57,000.

Motion (Hurley): Approve the revised budget as submitted. Second by Cottam. Passed unanimously.

1. Other Business

The committee discussed the transition with the ACT coalition and the Drug Free Community grant given the recently announced resignation of Kiah Morris from the ACT Director position. Sullivan noted that he is working with the ACT Board on a transition plan. Committee members suggested it may make sense to see if Michelle Marrocco could play a role with the DFC grant coordination given that she is going to be supporting related “Project Catalyst” work with the Town of Bennington. Sullivan will discuss with the various parties and report back to the executive committee.

The committee discussed the BCRC’s economic development program and relationship with the BCIC. All agreed that it is important for BCIC to change its name and do some related “re-branding” in the near future. Sullivan and Bill Colvin have been working on a proposal to provide economic development services to the Town of Bennington, through BCIC, and this agreement could form the basis for similar agreements with all of the towns in the region. It was noted that the BCIC is one of the only RDCs in the state that doesn’t receive municipal funding. Securing approximately $50,000 in annual funding from towns, along with limiting the amount of the ACCD RDC grant that currently pays debt service on BCIC real estate holdings, would make the economic development program more sustainable.

Meeting adjourned at 9:45 AM.

Respectfully submitted,

James Sullivan